

Committee Policy

1. Reimbursement Policy for Committee Members
 - 1.1. Any FCCMA member who is requested to serve on a select or standing FCCMA committee will do so at their own expense, but will always have the right to appeal to the Board of Directors for reimbursement.
 - 1.2. Any member asked to represent FCCMA on an outside committee (ICMA or others), will receive a reimbursable travel stipend. The amount will be determined by the FCCMA Board of Directors at the time of appointment.
2. Standard Committees
 - 2.1. Makeup and organization of standard committees is at the discretion of the Association's President, including the creation and elimination of committees and the assignment of tasks. If the President makes any changes to the structure of the Standard Committees, the Committee structure will revert at the end of the program to the Committee structure as stated in this policy.
 - 2.2. In addition to specific requirements laid out in the FCCMA policies, the Association President has the authority to task committees with additional duties.
 - 2.3. Committees are intended to be made up of 16 members, each serving two-year staggered terms.
 - 2.4. Membership Committee (See also Membership and MIT policies)
 - 2.4.1. The Membership Committee is responsible for tasks identified under the Membership and MIT policies.
 - 2.4.2. Consider applications for acceptance into the Association.
 - 2.4.3. Consider member appeals for a change of membership category.
 - 2.4.4. MIT's support.
 - 2.4.5. Periodic review of Membership and MIT policies.
 - 2.5. Communications Committee
 - 2.5.1. The Communications Committee is responsible for tasks identified under the Communication Policy.
 - 2.5.2. Website.
 - 2.5.3. Monthly newsletter.
 - 2.5.4. Periodic review of Communications Policy.
 - 2.6. Professional Development Committee
 - 2.6.1. Offer professional development and training opportunities to members.

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- 2.6.2. Ensure the four life cycles of a manager (student, entry-level, working manager, retired/soon-to-be retired) are addressed with training.
- 2.6.3. Ensure training be kept as cost effective as possible.
- 2.6.4. Ensure training is linked to the Center for Florida Local Government Excellence (CFLGE) and Florida's universities.
- 2.6.5. Review and select award and scholarship submissions under the guidelines of the Awards Policy, with the exception of the Richard (Dick) Simmons Lifetime Achievement Award.
- 2.6.6. Periodic review of Awards Policy.

3. Special Committees

3.1. Conference Planning Committee

- 3.1.1. Responsible for planning the Association's Annual Conference.
- 3.1.2. Makeup of the Committee is determined by the Association President-Elect.

3.2. Winter Institute Committee

- 3.2.1. Responsible for planning the Association's Winter Institute.
- 3.2.2. Makeup of the Committee is determined by the Association President.

3.3. Ethics Committee

- 3.3.1. The Ethics Committee operates under a separate set of rules and processes under Section 4 of this policy,

4. Ethics Committee

4.1. Purpose

4.2. 3.1.1. Complete fact finding reports on ethics complaints for ICMA and FCCMA Membership

- 4.2.1. Vacancies shall be filled by current FCCMA President.
- 4.2.2. Chairperson and six (6) other members serving staggered four-year terms.
- 4.2.3. Member must have a minimum of five (5) years in the Association.
- 4.2.4. Members will select chairperson.
- 4.2.5. Chairperson must have served as an Executive Officer of the Association
- 4.2.6. An appointment to fill an unexpired term will not count against a member serving a full term.
- 4.2.7. Members may serve multiple terms, but may not serve consecutively.

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4.2.8. Any member of the Committee may be removed from the Committee by the President with concurrence from a majority of the Board of Directors.

4.3. Investigation Process

4.3.1. Complaint forwarded to ICMA

4.3.1.1. It is not uncommon for the Chair of the Committee to receive communications from Committee and Association members recommending that conduct of a member be reviewed and referred to ICMA.

4.3.1.2. All such communications by the Chairperson should be copied to the Committee members and FCCMA Executive Director.

4.3.2. Fact finding request by ICMA

4.3.2.1. When ICMA contacts FCCMA to complete a fact-finding report regarding a member's conduct, the Chair will convene the Ethics Committee to appoint a sub-committee of no more than three (3) members (including the Chair).

4.3.2.2. It is the responsibility of the sub-committee to comply with ICMA's request.

4.3.3. Fact Finding request for FCCMA members

4.3.3.1. A non-ICMA but FCCMA member may be accused of conduct violations that warrant an investigation.

4.3.3.2. In this instance, the entire seven member FCCMA Ethics Committee will meet to appoint a three member fact-finding sub-committee.

4.3.3.3. The fact-finding sub-committee will report back to the entire FCCMA Ethics Committee with their findings.

4.3.3.4. The full Committee will then deliberate toward invoking any sanctions, if necessary.

4.4. Action against a non-FCCMA/ICMA member

4.4.1. When a city/county manager that is not a member of FCCMA or ICMA and violates an ethics canon, Committee members may, on their own, recommend to the Executive Director and/or President of FCCMA that a letter to the editorial

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board of the local newspaper by the FCCMA President be considered.

4.5. Other:

4.5.1. The Association shall support and defend, financially and otherwise, the members of the FCCMA Ethics Committee should a lawsuit arise during or following an ethics investigation, as long as the Committee had conducted its investigation in accordance with FCCMA guidelines.

4.5.2. FCCMA staff is responsible to keep all Ethics Committee records for five (5) years.

4.5.3. The Association shall support the work of the Committee in accordance with the Procedure for FCCMA Ethics Committee Investigation.

4.5.4. The Executive Committee shall conduct a periodic review of the Ethics Policy.

5. ICMA Executive Board

5.1. The FCCMA Board of Directors will consider for endorsement all members who have self-nominated for a seat on the ICMA Executive Board.